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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 13 January 1960

FROM : Records Officer, Office of the Director

*SP 1/14/60*

SUBJECT: In answer to your memorandum "Improving Records Disposition" dated 17 November 1959, the AO/DCI and myself are at the present time working together to determine what material in Executive Registry could be destroyed or sent to the Record Center. I will report to you our findings in a week or so.

Along with the above memorandum you sent a list of item numbers representing those records which have not been retired as scheduled: 3a, 4c, and 8.

3a-Now in progress ✓

4c-Transferred to DD/I ✓

8 -Temporary (Destroy after two years) ✓

Careful study will be made of the items 10.b and 11 you referred to in your memorandum to EO/DCI dated 17 December 1959.

Item 5 of the same memorandum, "That all logging be converted to card form":

We are making the change over as of today. ✓



Records Officer

25X1

Executive Registry 1959

Retired---13 Cubic feet of records

Destroyed---15 Cubic feet of records

*4/25*  
*1 Job Altd from Center, records destroyed 3 cuft.*  
*Transferred 1 Job to Archives (ours) 1 cuft.*  
*Retired to Records Center since 1/1/60 4 cuft*  
*Destroyed by Executive Registry since 1/1/60 2 cuft*